

**GRADY COUNTY BOARD OF COMMISSIONERS**

**REQUEST FOR PROPOSAL**

**VOICE OVER INTERNET PROTOCOL (VoIP)**

**SCOPE OF WORK**

**March 16, 2015**

The Grady County Board of Commissioners in an effort to save taxpayer funds hereby requests proposals from qualified BIDDERS with experience installing VoIP systems with voicemail. The County has an analog phone system at its various buildings. Windstream has installed new fiber optic cable at some sites and will use existing copper cable at others. The cable has been routed and pulled to each of the nine (9) locations. Windstream will provide a PRI Dynamic IP -23 channels with 5000 LD minutes, Caller ID Name and Number and 20 DID Numbers at the 250 N Broad Street site. Please see additional details below. The county is supplying existing routers at each site. The county's wish is to use as much pre-existing CAT5 cabling. At sites without any cabling CAT6 cabling is desirable. The successful BIDDER will purchase the necessary equipment to enable VOIP, and install any necessary wiring. The successful BIDDER will coordinate installation and testing with county staff and Windstream staff. The mandatory pre-bid conference is scheduled for:

Friday, March 27 at 1 PM  
Commissioners Chambers  
250 N Broad Street  
Cairo, GA 39828

A tour of all the sites will be provided. Prospective BIDDERS will see all the new and existing cabling, and IT closets at the nine (9) sites. Expect the tour to end by 5 PM; however, it may extend beyond that time. The BIDDER shall furnish a proposal that meets the guidelines of the Scope of Work. Scoring will be heavily weighted towards price. Generic brands and parts are

encouraged. Due Date for RFPs is scheduled for April 24 at Noon. Sealed bids must be delivered to:

Grady County Board of Commissioners  
Attention: County Administrator  
250 N Broad Street  
Cairo, GA 39828

Sealed bids will be opened at 12:01 PM and read aloud in the Council Chambers.

## Scope of Work

### I. Statement of Purpose

The purpose of the Scope of Work is to receive proposals for a Voice over Internet Protocol (VoIP) Phone system and voicemail implementation. This project will be funded by the GRADY COUNTY BOARD OF COMMISSIONERS. BIDDER agrees to administer and complete the proposed Project pursuant to the terms of this Scope of Work and in the Proposal submitted by BIDDER.

### II. Deliverables for this Contract

BIDDER will provide site design services, equipment and installation to specific Grady County locations, as determined by GRADY COUNTY BOARD OF COMMISSIONERS. In preparing proposal BIDDER is expected to know existing conditions by an on-site evaluation. The equipment will be compatible with the service description Windstream is providing:

Service Address	Service Description	Bandwidth
250 North Broad Street, Cairo, Ga 229-377-1512	PRI Dynamic IP - 23 channels with 5000 LD minutes	23 Channels
	Caller ID Name and Number and 20 DID Numbers	
250 North Broad Street, Cairo, Ga 229-377-1512	Layer 3 VPN with Quality of Service	50mb
1978 North Broad Street, Cairo, Ga 377-4602	10mb VPN with Quality of Service	10mb
1816 N Broad Street, Ga 377-8221	10mb VPN with Quality of Service	10mb
1700 North Broad Street, Cairo, Ga 377-3940	10mb VPN with Quality of Service	10mb
Three 17th Avenue NW, Cairo, Ga 377-0628	10mb VPN with Quality of Service	10mb
115 16th Ave NE, Cairo, Ga 377-5200	10mb VPN with Quality of Service	10mb
114 1st Street NE, Cairo, Ga 377-3325	10mb VPN with Quality of Service	10mb
65 11th Avenue NE, Cairo, Ga 377-1312	10mb VPN with Quality of Service	10mb
250 North Broad Street, Cairo, Ga 377-5012	50mb Ethernet Internet Access	50mb
425 Livestock Pavilion Rd NE, Cairo, Ga 377-3070	10mb VPN with Quality of Service	10mb

The BIDDER's design and proposal must include compatible VoIP Support hardware compatible with the ISP provided hardware/services listed above, the furnishing of phones that meet the requirements within this Scope of Work, voicemail, as well as a plan to do patch cable/fiber installations where necessary (Per foot cost + labor estimates required)

1) Installation of New Infrastructure

Equipment must meet the following or equivalent standards, if any:

VoIP Call Server

Voice Processing

1 23 Channel Digital PRI Trunk Card

69 IP Phones with POE switch gears comparable to Inter-Tel 8600 IP Phone

23 IP Phones with POE switch gears comparable to Inter-Tel Axxess 8620 IP Phone

UPS Battery Backup(s)

Lightning Protector(s)

Necessary Licenses

Necessary Racks

Any other required equipment

Option 1:

2 smaller VoIP Gateways (must provide price)

Option 2:

7 smaller VoIP Gateways (must provide price)

2) Additional design development documentation

- Construction drawings illustrating prominent site features at 250 N Broad Street and 115 16<sup>th</sup> Avenue.
- Project phasing schedule.
- Cost estimates based on project phasing

3) The successful BIDDER and GRADY COUNTY BOARD OF COMMISSIONERS

Involvement: BIDDER will meet with GRADY COUNTY BOARD OF COMMISSIONERS and the community at least twice.

a. The initial meeting for introduction and pre-design input.

b. A second for post-design feedback.

#### **4. Use of Funds**

Successful BIDDER shall only expend the funds as allowed in accordance with this Scope of Work and the Budget. BIDDER shall not subcontract with any entity or person without the prior written authorization of GRADY COUNTY BOARD OF COMMISSIONERS. BIDDER shall not expend Contract funds in any other manner except with the prior written permission of GRADY COUNTY BOARD OF COMMISSIONERS.

#### **5. Payment**

Payment will be made from an invoice submitted by the BIDDER to GRADY COUNTY BOARD OF COMMISSIONERS when 100% of the work is completed. A retainage of 10% will be withheld until project is accepted by the GRADY COUNTY BOARD OF COMMISSIONERS.

#### **6. Project Expenses**

BIDDER shall use Contract Funds to cover all expenses associated with the Project.

#### **7. Reporting Requirements**

BIDDER shall complete and submit invoice with the detail of work completed.